

PROCESS NOTES - CKYC

SEBI vide its circular ref. no. CIR/MIRSD/66/2016 dated July 21, 2016 and circular ref. no. CIR/MIRSD/120/2016 dated November 10, 2016 has prescribed that the Mutual Fund/ AMC should capture KYC information for sharing with Central KYC Registry ('CKYCR') as per the KYC template for individuals prescribed by CERSAI.

In accordance with the aforesaid SEBI circulars and AMFI best practice guidelines for implementation of CKYC norms with effect from February 1, 2017:

- a) Individual investors who have never done KYC process under KRA regime i.e. a new investor who is new to Securities Market/ KRA system and whose KYC is not registered or verified in the KRA system shall be required to provide KYC details in the CKYC Form to the Mutual Fund/ AMC.
- b) Individual investors who have filled old KRA KYC Form shall be required to provide additional / missing information using Supplementary CKYC Form or fill CKYC Form.
- c) Individual Investor who's KYC status is not registered or verified in KRA system i.e. if KYC status is mentioned as KYC Rejected / On hold / CVL MF KYC will have to submit the CKYC Form.

Note: CKYC is currently not applicable to Non-Individual Investors. All Non-Individual Investors will continue with the old KRA KYC form.

New PAN to KRA / Securities Market & First time investor to Mutual Fund

- Investor(s) need to fill up prescribed CKYC Form - For Individuals only
- If old KRA-KYC Form is used, investor should fill-up Supplementary CKYC Form
- Karvy ISC / AMC branches shall verify the completeness of CKYC forms and also validate the supporting documents. NIGO cases to be returned back to the Investor / Distributor.
- Application Form has to accompany the CKYC Form.
- PAN No should be mentioned on the Application form. Investor should also submit a Self attested copy of the PAN.

Investor is already CKYC Complied and has KIN (KYC Identification Number):

- Investor has to specify KIN in the application Form
- Additionally Date of Birth is also mandatory for investors who have provided their KIN.
- PAN No should be mentioned on the Application form. Investor should also submit a Self attested copy of the PAN.
- Only if the KYC status on CKYC system is valid and KIN is validated - further processing shall be allowed in RTA database. In case of reject status, full documentation has to be provided a fresh (to be handled as per the process flow for

Fresh Application) and modification concept prevailing in KRA regime does not exist here.

Working Structure of CKYC Process:-

- CKYC form would be handed over to AMC / Karvy ISC along with the MF application form.
- The Registration of CKYC would be completed and data uploaded along with relevant documents on to CKYC portal.
- Invalid / Incomplete CKYC and applications are liable to be rejected and refunded.
- The 14 digit Reference No. viz. KIN, would be received from CKYC portal on T+1 or T+2.